

SHORT-TERM VACATION RENTAL PERMIT APPLICATION

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH YOUR APPLICATION:

- ☐ STVR Permit Application Fee and Initial Inspection Fee

For updated fees, go to <https://bit.ly/BusTaxFee21-22>

- ☐ Nuisance Response Plan
- ☐ Surety Bond or request to waive surety bond requirements (see page 2)
- ☐ Business License Application
- ☐ Business License Fee

A SEPARATE APPLICATION PACKET IS REQUIRED FOR EACH UNIT (I.E., DUPLEX, TRIPLEX).

Property Address						
Applicant's Name						
Relation to Property						
Mailing Address						
Telephone	Home		Work		Cell	
Email						

LIST ALL OWNERS ON THE DEED. IF MORE THAN TWO, USE AN ADDITIONAL SHEET OF PAPER.

Owner of Property						
Mailing Address						
Telephone	Home		Work		Cell	
Email						

Owner of Property						
Mailing Address						
Telephone	Home		Work		Cell	
Email						

DESCRIPTION OF THE DWELLING

*Rental of a room (or rooms) in a dwelling on a short-term basis is not allowed, it must be the full dwelling.

Unit Type: ☐ Full Single-Family Home ☐ Full Unit of Duplex ☐ Full Unit of Apartment

Is there an Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU) on the property?

☐ Yes ☐ No

Number of Bedrooms		Unit Square Footage	
Advertised Occupancy		Off-Street Parking Spaces	
(Max. 2 persons plus 2 persons per bedroom)			

SURETY BOND REQUIREMENTS

☐ I request to waive surety bond requirement. I have included a copy of lease agreement with clause forbidding parties and loud social events between the hours of 10:00 p.m. and 7:00 a.m. per SBMC §6.455.125.7(i).

-OR-

☐ I have a Surety Bond in the amount of \$1,500 naming the City as the obligee.

Surety Bond	Provider Name	
	Agent Name	
	Telephone number	

I acknowledge that it is the home owner's responsibility to check with their Homeowner's Association to ensure Short-Term Vacation Rentals are allowed.

I acknowledge that Code Enforcement will be performing an Initial Inspection of the property applying for a Short-Term Vacation Rental Permit.

I certify that all information contained herein is accurate and complete to the best of my knowledge. I authorize any designated property manager, agent, and/or contact person(s) identified in this application and I have read all requirements of Chapter 6.455 of the San Buenaventura Municipal Code as pertains to the operation of a Short-Term Vacation Rental. I understand that a letter will be mailed to the occupant and/or owner of properties located within a 300-foot radius of the vacation rental advising of its use and that a copy of the nuisance response plan will be placed on the City's Internet web site designated for short-term rental nuisance response plans for public access.

Signature of Applicant		Date	
Signature of Owner		Date	
Signature of Owner		Date	